

MDIT Informal Leadership Program Requirements:

Phase I: Do I Really want to be a Leader?

- Preliminary Requirements for Enrollment
 - Ensure your Performance Management/Individual Development Plan is up-to-date and has been certified
 - Complete a [DIT-172](#) form and obtain manager's consent (signature)
 - Complete [Self-Assessment](#)
 - [Read](#) personal reflection on secrets of leadership success
 - Complete the following QuickKnowledge Courses—Completion Certificates must be submitted:
 - Building a Successful Team
 - Moving from Technical Specialist to Supervisor
 - Applying Leadership Basics
 - Succeeding as a Supervisor*
- Intake Interview Performed by HCM Staff

Phase II: Let's Get Started: Essentials

- Complete the following Civil Service courses—submit a completed DIT-045 form to enroll:
 - Basic Supervision: Preparing to Lead
 - Managing Workplace Relationships*
 - Managing Change & Transition*
- Complete the following QuickKnowledge Courses—Completion certificates must be submitted:
 - Presentation Skills
 - Leading Effective Meetings*
 - Building Trust & Credibility*

Phase III: The Keys to Success: Communicating & Mentoring

- Complete the following Civil Service courses—submit a completed DIT-045 form to enroll:
 - Communication: Breakthrough to Understanding Using the MBTI*
 - Coaching Skills Workshop
- Complete the following QuickKnowledge courses—Completion certificates must be submitted:
 - Basics of Effective Communication
 - Coaching & Counseling
 - Providing Effective Feedback
 - Writing Effective Email*
 - Keys to Effective Listening*
 - Mentoring*

Phase IV: When the Going Gets Tough

- Complete the following Civil Service courses—submit a completed DIT-045 form to enroll:
 - Dealing Successfully with Difficult Customers*
 - Having the Tough Conversations*
 - Resolving Conflict*
- Complete the following QuickKnowledge courses—Completion certificates must be submitted:
 - Solving Problems as a Team*
 - Conflict Intervention*
 - Managing Stress*

Phase IV: Fine Tuning

- Complete the following Civil Service courses—submit a completed DIT-045 form to enroll:
 - Delegating for Results*
 - Introduction to Emotional Intelligence*
 - Targeted Selection Interviewing/Behavioral Based Interviewing*
- Complete the following QuickKnowledge courses—Completion certificates must be submitted:
 - Developing Assertiveness*
 - Time Management*
 - Recognizing Employee Performance*
 - Motivating Employees*
 - Influencing Others*
 - Empowerment*

Phase IV: Let's Put It All Together

- Complete the following Civil Service courses—submit a completed DIT-045 form to enroll:
 - Essentials of Leadership*

Electives (not required):

- Civil Service Courses
 - 7 Habits of Highly Effective People
 - Stress Management
 - Communication that Moves People
 - Innovation Lab: Moving From Issue to Innovation
 - But We're Government, We Don't Make Widgets
 - A Confident Voice in Change
- QuickKnowledge Courses
 - Interviewing Skills for Job Candidates
 - Managing Change
 - Leadership Skills for Women

- Leading Effective Teams
- Managing Disagreement
- Managing Negative People
- Managing Stress
- Organizing your Workspace
- Recognizing and Avoiding Burnout
- Recognizing and Managing Anger
- Successful Negotiation
- Valuing Diversity
- Appreciating Personality Differences
- Applying Emotional Intelligence in the Workplace
- Emergency Management for Business
- Maintaining a Healthy Business Lifestyle